

FINANCE & GENERAL PURPOSES COMMITTEE
Minutes
18th April 2017 at 6.30pm

1. APOLOGIES

Cllr D Williams and Cllr P Harriman

PRESENT

Cllr Tagg (in the Chair), Cllr Mrs Coakley, Cllr Gist, Cllr Smith, Cllr Mrs Gold, Cllr Long (arrived late), Cllr Denley, Cllr Mrs Tolman, Cllr Lumley and Cllr Dowdall

MEMBERS OF THE PUBLIC: 0

OFFICER: Helen Dowdall (Clerk) & George Du Plessis (F&M Manager)

2. MINUTES

The Minutes of the meeting of 21st March 2017 were approved as a correct record of the proceedings and duly signed.

3. MATTERS ARISING – None

4. DISCLOSURES OF INTEREST- Cllr Lumley for item 5, relation in receipt of payment. Cllr Mrs Tolman for item 6, as a member of the Methodist Church.

5. FINANCE

a) Approval of Payments

Resolved. It was proposed by Cllr Denley seconded by Cllr Mrs Gold and agreed to approve the following payments (Cllr Lumley abstained):

Payments for approval 18th April 2017

FGP	DD	Worldpay	Card machine	150.00	30.00	180.00
TH	DD	British Gas	Town Hall gas	991.40	198.28	1,189.68
TH	DD	British Gas	Town Hall electric	83.91	4.19	88.10
OS	DD	Allstar	Fuel	156.04	31.19	187.23
TH	10247	Nisbets	Wash basin/taps	76.98	15.39	92.37
OS	10248	Sparling Ltd	Waste disposal	237.30	47.46	284.76
TH	10249	Trewarthas	Unit 20 decoration	211.41	42.28	253.69
TH	10250	EDF	Workshop electric	27.51		27.51
FGP	10251	Filmbankmedia	PVS Licence*	105.83	21.17	127.00
FGP	10252	Filmbankmedia	Moana	133.00	26.60	159.60
OS/TH	10253	GB Tool Hire	Misc	688.63	137.73	826.35

OS	10254	Glasdon	Wall fixings	154.90	30.98	185.88
OS/TH	10255	Biffa	Waste removal	232.98	46.60	279.58
TH	10256	Yelverton Carpet Co	Unit 20	1,951.67	390.33	2,342.00
OS	10257	G Du Plessis	Work Rota	23.23		23.23
OS	10258	T S McMahon	Tree work/Cemetery	1,778.25		1,778.25
TH	10259	British Gas	Unit 11	79.19	3.95	83.14
FGP	10260	Ricoh	Photocopier	336.85	67.37	404.22
FGP	10261	C J Architects	NP services	10,328.21	2,065.64	12,393.85
FGP	10262	CALC	Annual membership	1,249.28	174.57	1,423.85
FGP	10263	CBS UK Ltd	Stationery	45.84	9.17	55.01
FGP	10264	SeaDog IT	IT services	39.50		39.50
				19,081.91	3,342.90	22,424.80

*** The Clerk explained the current licensing arrangements and the option for an alternative (cheaper) license, which would have restricted advertising opportunities.**

Cllr Long arrived.

Resolved. It was proposed by Cllr Mrs Gold seconded by Cllr Mrs Coakley and agreed (two abstentions) to continue with the normal licensing arrangements with Filmbank.

b) To receive an update on the Reserves (uncommitted and earmarked) with recommendations to take to Full Council.

The Clerk went through the level of reserves and Councillors scrutinized the appropriations to and from reserves for the financial year 2016/2017.

The Council took into consideration any events that occurred during the financial year (or after the year-end), that might have (potential) consequences on the Town Council's finances.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed to proceed with the proposals as presented, having given due consideration for adequate reserves, any claims or significant events that would impact on the financial statements.

It was noted that the Town Council has no borrowings.

c) To receive the Annual Governance Statement

Resolved. It was proposed By Cllr Gist seconded by Cllr Long and agreed to approve the Annual Governance Statement for 2016/2017.

d) To receive the Draft Annual Report

The Clerk has prepared the Annual Report, as presented, and a meeting is scheduled with the Accountant to audit the accounts.

Resolved. It was proposed by Cllr Long seconded by Cllr Denley and agreed to approve the Annual Report in preparation for the audit.

6. FOR DECISION – To consider a grant towards the Callington Methodist Church for a big breakfast event in June.

Cllr Mrs Tolman left the room for this item.

Resolved. It was proposed by Cllr Gist seconded by Cllr Denley and agreed unanimously that regrettably we are unable to support this request. The Clerk would notify all staff and Councillors that free hall hire should not be promoted or encouraged.

7. FOR DECISION – To consider a request from the Town Crier for additional/replacement clothing items.

Resolved. It was proposed by Cllr Denley seconded by Cllr Mrs Coakley and agreed to approve the request as detailed in his letter.

8. FOR DECISION – To consider in principle the purchase of a franking machine for the office.

Resolved. It was proposed by Cllr Long seconded by Cllr Gist and agreed (1 against) that it was not cost effective at this time to proceed with this purchase.

9. ANY OTHER BUSINESS – To consider any other urgent items, at the discretion of the Chair.

Cllr Smith spoke about the councillor emails and the need to close down the accounts for the retiring councilors, following the elections. Anyone remaining on the Council who might be experiencing any issues or concerns with their council emails were asked to raise them, as it would be timely to get all the Councillors emails in order for the new municipal year.

There being no further business the meeting was closed at 7.05pm